



VOSH PROGRAM DIRECTIVE: 05-003

ISSUED: March 15, 1999

REISSUED: April 1, 2003

SUBJECT: Professional Development of New-Hire and Experienced Compliance Personnel

A. Purpose.

This revision updates and renumbers this directive on the professional development of compliance personnel to conform to the updated VOSH program directives' classification and numbering system (see VOSH Directive 01-001A).

This directive provides guidance in a training program designed to assist compliance personnel in their professional development, as outlined in OSHA Instruction TED 1.12A, issued July 7, 1992.

The informal part of the program includes on-the-job training (OJT), and self-study. (Materials are provided.) The formal part includes training at the OSHA Training Institute (OSHA TI, or OTI).

This Program Directive is an internal guideline, not a statutory or regulatory rule, and is intended to provide instructions to VOSH personnel regarding internal operation of the Virginia Occupational Safety and Health Program and is solely for the benefit of the program. This document is not subject to the Virginia Register Act or the Administrative Process Act; it does not have general application and is not being enforced as having the force of law.

B. Scope.

This directive applies to all VOSH personnel.

C. Reference.

OSHA Instruction TED 1.12A (July 7, 1992)

D. Cancellation.

VOSH Program Directive 13-003 (March 15, 1999)

E. Action.

Directors and Managers shall ensure that field personnel understand and comply with the standard included in this directive.

F. Effective Date.

April 1, 2003

G. Expiration Date.

Not Applicable.

H. Summary.

This program directive describes the training requirements for new compliance personnel. There is informal training and formal training. In the formal training, each trainee is assigned a concentration, or discipline, within one of the three training categories: (1) General Industry, (2) Health, and (3) Construction.

I. Procedures.

There will be a training period lasting approximately two years. This is called the “developmental period.” During this developmental period, there will be a concentration in one of three disciplines, depending on availability of courses. These disciplines are: (1) General Industry, (2) Health, or (3) Construction.

All new-hire personnel are required to attend the following formal courses at the OTI within the developmental period, or as courses become available.

1. #100: Initial Compliance Course introduces new compliance personnel to the OSHA Act. **This is the only course which MUST be completed during the first year of the developmental period and *may not be waived*.**
2. The Standards Courses provide new-hire compliance personnel with a thorough introduction to the Standards and to hazard recognition and documentation. These include:
 - #105: Introduction to Safety Standards for Safety Officers
 - #125: Introduction to Health Standards for Industrial Hygienists
 - #200: Construction Standards

Note: Once an area of concentration (discipline) is chosen, the appropriate Standards course must be completed during the first year, and may not be waived.

3. #141: Inspection Techniques and Legal Aspects provide training in basic communication skills, knowledge of the legal system, and VOSH investigation techniques.
4. Crossover Training provides training in safety and health in the three disciplines:
 - a. General Industry

- #121: Introduction to Industrial Hygiene for Safety Personnel or
- #200: Construction Standards

b. Health

- #101: Safety Hazard Recognition for Industrial Hygienists or
- #200: Construction Standards

c. Construction

- #121: Introduction to Industrial Hygiene for Safety Personnel or
- #105: Introduction to Safety Standards for Safety Officers

Note: Attendance in the discipline-appropriate Crossover Training course is required within the developmental period. However, if resources permit, the completion of both courses prior to enrollment in other more technical courses is permitted.

5. Technical Courses provide technical knowledge, skills and information related to hazard recognition.

a. General Industry

- #102: Basic Accident Investigation for Compliance Personnel
- #201: Hazardous Materials
- #203: Basic Electrical Principles
- #204: Machinery and Machine Guarding Standards
- #207: Fire Protection and Life Safety
- #208: Cranes and Material Handling for General Industry
- #309: Electrical Standards

b. Health

- #102: Basic Accident Investigation for Compliance Personnel
- #220: Industrial Noise
- #221: Principles of Industrial Ventilation
- #222: Respiratory Protection
- #223: Industrial Toxicology

c. Construction

- #102: Basic Accident Investigation for Compliance Personnel
- #205: Cranes and Material Handling for Construction
- #301: Excavation, Trenching and Soil Materials
- #302: Tunneling and Underground Operations
- #308: Principles of Scaffolding
- #311: Fall Arrest Systems

Note: Attendance in two of the discipline-appropriate technical courses is required during the developmental period conditional upon the availability of funding resources.

List of Course Requirements:

1. #100 during the first year of developmental period; may not be waived.
 2. One standards course in appropriate area of concentration (discipline) during first year; may not be waived.
 3. #141 during developmental period.
 4. One crossover training course in your discipline during developmental period.
 5. Two discipline-appropriate technical courses during developmental period.
6. Maintenance of Knowledge and Skills of Compliance Personnel Beyond the Developmental Period

Because Compliance Personnel must update their knowledge periodically, a safety and health related course is required once every three years. In addition, if an OTI course has changed significantly, Compliance Personnel are permitted to repeat the course. Other training opportunities available within VOSH and elsewhere are also encouraged.

C. Ray Davenport
Commissioner

e-Attachment: OSHA Instruction TED 1.12A (July 7, 1992) or refer to:

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=DIRECTIVES&p_id=1877&p_text_version=FALSE

Distribution: Commissioner of Labor and Industry
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OSHA Regional Administrator, Region III
OSHA Area Office, Norfolk

When the guidelines, as set forth in this Program Directive, are applied to the Commissioner of the Department of Labor and Industry and/or to Virginia employers, the following federal terms if, and where they are used, shall be considered to read as below:

<u>Federal Terms</u>	<u>VOSH Equivalent</u>
29 CFR	VOSH Standard
Regional Administrator	Commissioner of Labor and Industry
Area Director	Region Director
Regional Solicitor	Attorney General or VOSH Office of Legal Support (OLS)
Agency	Department
Office of Statistics	VOSH Research and Analysis
Compliance Safety and Health Officer (CSHO) and/or Industrial Hygienist	CSHO
Field Inspection Reference Manual (FIRM)	VOSH Field Operations Manual (FOM)